

# NEVADA

# Connections

*Produced by Community College Southern Nevada to connect resources for Nevada's adult workforce*

Volume 5 Number 5

May 2000

## **SNLC elects officers, plans International Literacy Day Dinner**

The Southern Nevada Literacy Coalition elected the following officers for 2000-2001: Sharon Rorman (702/897-4669), chairperson; Linda Faulk (702/383-8387), vice chairperson; Terri Kaulentis, secretary; Kim Becker, treasurer. The Coalition's mission is to promote literacy education to the general public and to advocate for literacy. Comprised of representatives from business, adult basic education and various literacy groups, SNLC is actively supported by members of the International Association of Business Communicators (IABC)/Las Vegas Chapter.

*Shown from left: Terri Kaulentis (CCSN), Leigh Alarie (St. Rose Dominican Hospital), Richard Sgaglio (St. Rose Dominican Hospital), Linda Faulk (Catholic Charities), Karen Bramwell Thomas (Clark County Library District), Stephanie Tyler (Nevada Bell), Chuck Thompson (CALL program), Sharon Rorman (Aztec Communications)*



Richard Sgaglio (702/914-7180) chairs the group's annual International Literacy Day Dinner, which will be held on Friday, September 8th at the Imperial Palace. Wally "Famous" Amos, national spokesperson for the Literacy Volunteers of America, will be the guest speaker. Sponsored by the SNLC and IABC/Las Vegas, the event also receives financial support from Nevada Bell.

### **Adult/alternative education task force readies recommendations**

Last year, the Legislative Counsel Bureau directed Nevada's Department of Education to review adult basic education and adult high school diploma programs to ensure accountability and efficiency. Task force members representing various aspects of education, corrections, government, and business/industry have been meeting to develop a model for adult and alternative education in Nevada. Recommendations will be presented to the State Board of Education and to the State Legislative Committee on Education in the near future.

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## Key players from public, private sectors assist adult educators

Panelists Dr. Jill Derby (Chair, UCCSN Board of Regents), Arte Nathan (Vice President, Bellagio), and Liliam Hickey (Member, NV State Board of Education) respond to questions from participants at April's WIA and Perkins III Partnership Workshop. Michael Brustein, Esq. and Jennifer Vasta, Esq. presented information to help Nevadans implement the two Acts to representatives from occupational education, adult basic education, adult high school diploma programs, and various other agencies. The two-day workshop was sponsored by the Nevada Dept. of Education, the Clark County School District, and the Community College of Southern Nevada.



Nevada State Assemblyman Bob Price and his wife Nancy, a former Regent for UCCSN, visited with administrators of adult education programs recently at Management Academy IV. Board of Education Members Liliam Hickey and Doris Femenella also spent several hours meeting with the group.

**"When you help educate adults, they influence those they encounter like the hot fudge on an ice cream sundae. Their information trickles down, warms all passed over, and spreads influence and knowledge all through their travels — finally mixing and flavoring all at the base of learning."**

**—Suzanne Robinson, ID Lifelong Learning Association President to Idaho's House and Senate Education Committee**

## Summer Institute — good to go!

—Linda Zaczek, Summer Institute Coordinator, 702/897-7684, LZLV@aol.com

The third annual Summer Institute for Adult Educators will take place in Elko June 7th-9th. The Institute is Nevada's only comprehensive training in subjects designed to be of interest to teachers of adults. The courses are intended to provide academic background as well as new skills to improve classroom performance. Continuing education units (Great Basin College), and graduate credit (UNR) will be available to participants.

Think of the Institute as a mini "Adult Education Teacher's College." Best of all is the chance to associate with your colleagues in the beautiful setting at Great Basin College! The courses offered this year are outstanding:

- Integrating Phonics in Your Classroom
- Computer Boot Camp
- Taking the Guesswork out of Designing an Employability Skills Lesson Plan
- EFF: Equipping ESL Students for the Future
- Administrative strand (by invitation only)

# *Literate Nevada ... Literate Communities*

—Vicki D. Newell, Project Director,  
775/356-1007

I'm no baseball player, folks, but I can see there will be plenty of home runs as people throughout the state step up to the plate and help their communities become certified. Here's a short status report:

- Pahrump and Fallon: Both groups have held initial contact meetings, headed in Pahrump by Linda Fitzgibbons (Even Start) and in Fallon by Roberta Lindeman (Federal Programs) and Jeff Perthel (Lahontan Valley Literacy Volunteers).
- North Las Vegas: Spearheaded by Muriel Sanders (Cooperative Extension), the group is beginning phase I — identification of leaders.
- Henderson: Joan Kerschner (Clark County Library) reports completion of phase II and the beginning of phase III — the development of a community literacy profile.
- Truckee Meadows: This group is in the beginning stages of phase IV — the development of a literacy action plan, according to Nancy Cummings (Washoe County Library).

If your community is interested in joining this league of literacy, give me a call and we can “play ball!”

## **Rethinking Workforce and Employability Skills**

### **Still more resources to assist ABE programs in keeping pace with change**

—Marcel Fernando Schaerer, ABE Employability Skills Coordinator, 775/787-2000

(Editor's note: To obtain copies of past publications, contact Bob d'Orleans, 702/651-4974)

As I have mentioned in the past, one practical way to find out the meaning of accountability and performance is by looking at workplace competency curricula. The State Literacy Resource Center (SLRC, 800/445-WORD) has plenty of titles related to workforce education and employability skills. They range from applied math, career/employment skills, workplace life skills, consumer skills, teamwork, and safety to workplace social skills. These resources respond to the findings of the U.S. Secretary of Labor's Commission on Achieving Necessary Skills (SCANS) competencies, and they closely correlate with CASAS employment competencies.

**150 WAYS TO KEEP YOUR JOB** (Nancy Lobb). This resource focuses on exposing and teaching students work ethics, habits, and attitudes that are critical to staying employed. The reading level is 3-6. Topics include: 150 tips on topics ranging from the first day to getting promotions; “Problems on the Job” sections presenting scenarios of work-related dilemmas for students to read and respond to; and activities that give students the chance to practice attitudes and skills necessary in any job.

**EXCEPTIONAL CUSTOMER SERVICE** (Lisa Ford and CareerTrack, Inc.). Use this program to raise awareness and train anyone who comes in contact with customers (from your staff to your students). Each of the four tape volumes has a different work theme and is divided into 20-30 minute segments, so you can stop and zero in on specific topics. Topics include: how to exceed customer expectations; the importance of body language, eye contact, and tone of voice; and “How do your customers see you?” — a revealing self-assessment.

**WORKPLACE SKILLS ON THE JOB** (William Webb Sprague). Helps students apply integrated reading, writing, mathematics and thinking skills as they are used in real job-related problems. Reading level 4-8. *Reviewed in Nevada Connections* 3/99.

**SOCIAL SKILLS ON THE JOB** (American Guidance Service – AGS). Appropriate behavior in actual work situations. The curriculum also includes software to help reinforce skills. *Reviewed in Teacher Tips*, 12/98.

**REAL LIFE EMPLOYMENT** (Scholastic). Basic and fundamental skills, plus competency-based activities for writing and reading. Reading level 5-6. *Reviewed in Teacher Tips*, 12/98.

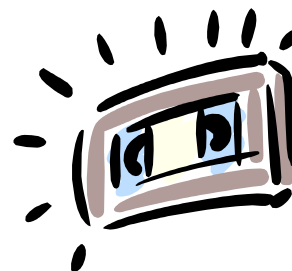
**LET'S WORK SAFELY! ENGLISH LANGUAGE SKILLS FOR SAFETY IN THE WORKPLACE** (Linmore). Easy and clear illustrations. *Reviewed in Teacher Tips*, 12/98.

## New GED videoconference tapes

The GED, You and Me (tape #M59, March 22, 2000): Joan Auchter, Executive Director of the GED Testing Service, heads a panel discussion about changes to the GED exam (to be implemented in 2002).

Assessing the Adult Student and Basics for Successful GED Instruction (tape #M57, April 28, 1999): Although focused on the GED, this tape contains information and tips useful for any adult education class. It is particularly useful for new instructors, or as a “refresher” for more seasoned faculty.

You may borrow a tape for two weeks from CCSN’s Adult Basic Skills library. Contact Bob d’Orleans, 702/651-4974 or e-mail [syank@ix.netcom.com](mailto:syank@ix.netcom.com).



## Packs of effective practices

January’s *PaperPak* containing 13 effective practices was so well received we did another! The May *PaperPak* contains an additional baker’s dozen of research-based and/or innovative strategies, approaches, and methods for teaching adults. Topics include retention, GED/adult diploma, ELL techniques, distance learning, project-based learning, and learning disabilities. Contact Bob d’Orleans, 702/651-4974 or e-mail [syank@ix.netcom.com](mailto:syank@ix.netcom.com) to receive a copy. Be sure to leave a mailing address!

### My favorite list of effective questions

—Mimi Frenette, *Leading Edge Consulting*  
970/247-5999, [mimi@frontier.net](mailto:mimi@frontier.net)

- What do you need to get this done?
- What do you want to have happen?
- Tell me more ...
- What have you tried already?
- What are the reasons this didn’t work out as well as you had hoped?
- How do you feel about this?
- What else?
- What has worked for you in the past?
- What’s the most important thing to do here?
- What needs to happen in order for you to ... ?

## What have you learned?



*I’ve learned that whenever I decide something with kindness, I usually make the right decision.—Age 66*

*I’ve learned that even when I have pains, I don’t have to be one.—Age 82*

*I’ve learned that I still have a lot to learn.—Age 92*

This professional development project is a leadership activity funded by a grant from the Nevada State Department of Education, Workforce Investment Act, Title II (Adult Education and Family Literacy). There is no discrimination or denial of participation on the basis of gender, race, national origin, color, disability, age, or sexual orientation.

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